

**ENGINEERING AND RELATED SERVICES  
JUNE 24, 2016**

**CONTRACT NO. 4400008851  
RETAINER CONTRACT FOR  
TRAFFIC SIGNAL ENGINEERING  
STATEWIDE**

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Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), “Professional Engineering and Related Services”, revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **Consultants who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State, as contemplated by Title 12 of the Louisiana Revised Statutes, and with LAPELS under its rules for FIRMS. If a Consultant fails to place itself in good standing in accordance with those provisions, it may be subject to consequences contemplated in Title 12 and/or the LAPELS rules. All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met and the Prime consultants must be registered with the Federal Government using SAM.gov prior to contract execution. One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.**

DOTD employees may not submit a proposal, nor be included as part of a Consultant’s team.

**Project Manager – Andre Fillastre**

All inquiries concerning this advertisement should be sent in writing to [masood.rasoulia@la.gov](mailto:masood.rasoulia@la.gov) and [heather.huval@la.gov](mailto:heather.huval@la.gov).

**Only one DOTD form 24-102 submittal is required for this advertisement, and it represents the Prime Consultant’s qualifications and submittal for both referenced contracts. Both identifying contract numbers must be listed on the cover page of the submittal.**

## **PROJECT DESCRIPTION**

The selected Consultant will perform Traffic Signal Engineering services such as, but not limited to, traffic signal studies and traffic signal design for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

## **SCOPE OF SERVICES**

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

### **Task 1.0 – Project Management**

**Initial Meeting** – A meeting with DOTD and the Consultant shall be held at the beginning of each Task Order. The purpose of this meeting is to establish procedures, deliverables, and schedules. The Consultant shall prepare the minutes of the meeting for review by the attendees.

**Monthly Reports** – Monthly progress reports will be prepared by the Consultant to ensure that the project task orders schedule is being kept. The report shall include a progress chart indicating percent of time elapsed and percent of work completed. The report shall include changes in project schedule or estimated construction cost. The report may include a discussion of the previous month's progress, problems that were encountered, unresolved issues, and anticipated work for the next month.

### **Task 2.0 - Data Collection**

The Consultant shall be directed to conduct the following data collection:

- Seven day twenty-four (24) hour machine counts
- Forty-eight (48) hour machine counts
- Turning movement peak hour counts (AM/Noon/PM)
- Corridor Travel Time Study

Data collection will follow the requirements outlined in the Traffic Signal Design Manual, Traffic Engineering Manual or as directed.

**Deliverables** - Electronic and hard copy of all collected data.

### **Task 3.0 – Warrant Analysis**

The Consultant shall be directed to perform a warrant analysis for intersections, including traffic signals and all way stops. The Consultant shall be required to collect the necessary traffic data to perform the warrant analysis. All warrant analyses will follow the

requirements outlined in the Traffic Signal Manual, Traffic Engineering Manual or as directed.

**Deliverables** – Electronic and hard copy of each Warrant Analysis.

#### **Task 4.0 – Intersection/Corridor Analysis**

The Consultant will be directed to perform traffic analyses for designated locations throughout the State of Louisiana. Typically this analysis will be developed to determine new traffic signal timings. For comparison purposes, models will be developed depicting existing conditions and with suggested timing modifications. The latest approved version of Synchro and Vistro will be required.

**Deliverables** – An electronic copy of analysis and a written report quantifying the results of the analysis effort will be provided by the Consultant. Reports shall include input data such as volumes, classification and signal timings and performance measures such as travel time, delay, speed variation and resulting enhancements.

#### **Task 5.0 – Traffic Signal Inventory (TSI) Creation**

The Consultant shall be required to create a Traffic Signal Inventory (TSI) based on the Task Order. The creation of all TSI's will follow the most recent Traffic Signal Manual. The Project Manager will direct the Consultant as to which signal timings will be used for the creation of TSI's. Each TSI may contain the following pages:

- TSI Coordination page
- TSI Coordination Supplemental page(s)
- TSI Timing page
- TSI Diagram page
- TSI Wiring Diagram page
- TSI Counts page
- TSI Preemption page
- TSI Notes page

**Deliverables** – Both electronic and hard copies of TSI's will be provided by the Consultant.

#### **Task 6.0 – Traffic Signal Plan Creation**

**Hardware Location** – A preliminary layout of signal poles, signal heads, overhead signs, detection (loops and/or video) and controller will be prepared prior to the field inspection. This layout will be the basis for conducting the field inspection.

**Field Inspection** – A field inspection of each intersection will be held. The Consultant will furnish the base drawing to the Department. A representative from Traffic

Engineering, the District and Consultant will attend the inspection. Unless otherwise determined through correspondence, the purpose of the inspection will be to locate existing and proposed signal equipment including but not limited to poles, conduit, cabinet, controllers, detection, power supply, power disconnect and interconnect. During the inspection the Consultant will collect digital photographs of the intersection.

**Signal Sheets** - The Consultant shall be required to create plans for inclusion in roadway projects or a standalone traffic signal project. Each signal will be required to have all required sheets as stated in the most recent Traffic Signal Manual. Standalone traffic signal projects will also require a title sheet and a summary of estimated quantities sheet which will be developed in accordance with the most recent Department's Roadway Design Manual.

**Cost Estimate**- The Consultant shall provide cost estimates of the project at preliminary plans and again at final plans.

**Specifications/Details** – The Consultant shall be directed to develop special provisions and/or details under this task.

## **REFERENCES**

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

### **COMPENSATION**

Compensation to the Consultant for services rendered in connection with each TO shall be determined on the basis of a negotiated lump sum amount prior to each TO being issued.

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$2,000,000 for each retainer**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.la.gov/osp/travel/travelpolicy/2015-16TravelGuide.pdf> Vehicle rental rates will require prior approval from the DOTD Project Manager.

### **DIRECT EXPENSES**

All direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of the contract must be identified by the consultant during contract development. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

### **CONTRACT TIME AND NOTICE TO PROCEED**

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed. Any TO which has not expired may be supplemented as long as the Retainer Contracts funds have not been exhausted.

## **ELECTRONIC DELIVERABLES**

The Consultant hereby agrees to produce electronic deliverables in conformance with the DOTD Software and Deliverable Standards for Electronic Plans document. The Consultant is also responsible for ensuring that Sub-Consultants submit their electronic deliverables in conformance with the same standards. The DOTD Software and Deliverable Standards for Electronic Plans document and DOTD CAD Standards Downloads are available via links on the DOTD web site.

The Consultant shall apply patches to CAD Standard Resources and install incremental updates of software as needed or required. The Consultant hereby agrees to install major updates to software versions and CAD Standard Resources in a timely manner. Major updates of CAD standards and software versions shall be applied per directive or approval of the DOTD Design Automation Manager. Such updates will not have a significant impact on the plan development time or project delivery date, nor will they require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding project-specific requirements.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development Manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

The Consultant shall upload (or check in) electronic deliverables directly into the DOTD ProjectWise repository at each plan delivery milestone. Consultants are responsible for performing certain operations at each milestone including, but not limited to, the following:

- Upload (or check in) CAD plan deliverables to the discipline “Plans” folder
- Apply and maintain indexing attributes to CAD plans (and other deliverables as needed)
- Publish PDF format plan submittals in ProjectWise using automated publishing tools
- Digitally sign PDF format plan submittals in ProjectWise according to DOTD standards and procedures (Final Plans, Revisions and Change Orders). Signatures shall be applied in signature blocks provided with electronic seals and Title Sheets.

Additionally, after reviewing deliverables for each submittal milestone, the Project Manager shall notify the Consultant regarding the availability of two automatically-generated informational reports in ProjectWise. These reports document the completion status and other information regarding indexing attributes and CAD standards. Consultants shall take these reports into account and make any necessary adjustments to plans before the next submittal milestone; or sooner, if directed by the Project Manager.

## **QUALITY CONTROL/QUALITY ASSURANCE**

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, and a certification that the plans meet the DOTD's quality standards.

## **ITEMS TO BE PROVIDED BY DOTD**

The DOTD shall provide copies of or access to TSI's, maps, surveys, plans, r/w information and/or any other pertinent information if available, which may assist the Consultant in performing this work.

## **MINIMUM PERSONNEL REQUIREMENTS**

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be a Professional Traffic Operations Engineer (PTOE), registered in the State of Louisiana, with five years of experience in traffic engineering.
3. In addition to the above, the Prime-Consultant must also employ on a full time basis, a minimum of two Professional Civil Engineers, ~~PTOE'S~~, registered in the State of Louisiana, with a minimum of five years of traffic analysis experience with signal warrants and signal timing and a corresponding support staff.
4. The Prime-Consultant must also employ on a full-time basis or through the use of a Sub-Consultant, a responsible member with a minimum of five years of experience in traffic counting.
5. The Prime-Consultant must also employ on a full-time basis, a minimum of two Professional Civil Engineers registered in the State of Louisiana who have attended Trafficware Controller Course on Trafficware LADOTD certified controllers and Signal software. A Certificate of course completion is required prior to signing of contract.
6. The Prime-Consultant must have a minimum of five years of experience with Traffic Signal Construction Plan design.

Note: Nos. 5 and 6 can be fulfilled by Nos. 2-4.

**Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.**

### **WORK ZONE TRAINING REQUIREMENTS (PRE-CONSTRUCTION SERVICES)**

As part of DOTD's on-going commitment to work zone safety, required work zone training courses must now be taken every four years in order for personnel to remain eligible to work on DOTD projects. For consultants performing pre-construction services (i.e., design, survey, subsurface utility, geotechnical, traffic, bridge inspection, environmental services), appropriate personnel must take these courses. In general, the responsible charge of traffic control plans shall be required to have Traffic Control Supervisor training. For field services performed within the clear zone, at least one member of the field crew shall have Traffic Control Supervisor or Traffic Control Technician training. Consultant should identify all personnel listed in the staffing plan for the project that have completed the appropriate work zone training courses. Current certifications of compliance for this training should be submitted with and made part of Consultant's DOTD Form 24-102. The consultant shall explain in Section 13 of DOTD Form 24-102 how they plan to meet the work zone requirements. However, all requirements shall be met prior to contract execution. It will be the prime consultant's responsibility to ensure their staff and sub-consultants have the appropriate work zone training.

The above requirements are the minimum to perform work on DOTD projects. It is desired that all staff have work zone training as shown below:

Engineers:	Traffic Control Technician Traffic Control Supervisor Flagger
Engineer Interns:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Senior Technicians, Survey Party Chiefs, and SUE Worksite Traffic Supervisors:	Traffic Control Technician Traffic Control Supervisor Flagger
Field Personnel:	Traffic Control Technician Flagger



Approved courses are offered by ATSSA and AGC. Substitutes for these courses must be approved by the LA DOTD Work Zone Task Force. Specific training course requirements are:

Flagger: Successful completion every four years of a work zone flagger course approved by the Department. The “DOTD Maintenance Basic Flagging Procedures Workshop” is not an acceptable substitute for the ATSSA and AGC flagging courses.

Traffic Control Technician (TCT): Successful completion every four years of a work zone traffic control technician course approved the Department. After initial successful completion, it is not necessary to retake this course every four years if Traffic Control Supervisor training is completed every four years.

Traffic Control Supervisor (TCS): Successful completion of a work zone traffic control supervisor course approved by the Department. Following an initial completion, traffic control supervisors must either complete a 1-day TCS refresher course or retake the original 2-day TCS course every four years.

ATSSA contact information: (877) 642-4637

### **EVALUATION CRITERIA**

The general criteria to be used by DOTD in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant’s firm experience on similar projects, weighting factor of 3;
2. Consultant’s personnel experience on similar projects, weighting factor of 4;
3. Consultant’s firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant’s past performance on similar DOTD projects, weighting factor of 6;\*\*
5. Consultant’s current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. \*

\*Location will be based from Marksville, Louisiana.

\*\*The Traffic Management (TM) and Traffic Development (TD) performance rating will be used for this project.

[illegible]

Percent of Contract	100%							
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**Complexity level- normal**

If Sub-Consultants are used, the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection.

**Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Masood Rasoulia – Ex officio
2. Andre Fillastre – Project Manager
3. Ford Galtney
4. Hadi Shirazi
5. Erik Smith
6. Ryan Reviere

**Rules of Contact** (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

**By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.**

## CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

**INSURANCE** - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

**AUDIT** - The selected Consultant/Team shall provide to the DOTD Audit Section an *independent* Certified Public Accountant (CPA) audited overhead rate developed in accordance with Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the selected Consultant/Team will allow the DOTD Audit Section to perform an overhead audit of its books, at the DOTD’s sole discretion. The performance of such an audit by the DOTD Audit Section shall not relieve the Consultant/Team of its responsibilities under this paragraph.

Consultants are also required to submit labor rate information twice a year to the DOTD’s Audit Section and/or as requested by DOTD. Newly selected firms must have audited salaries and overhead rates on file with the DOTD’s Audit Section before starting any additional stage/phase of their contracts. All Qualification Statements (24-102) submitted to DOTD by Consultants currently under contract may be considered non-responsive if the consultant is not in compliance with the above audit requirements.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website ([www.dotd.louisiana.gov](http://www.dotd.louisiana.gov)), will not be considered for this project.

## SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD **along with an electronic copy (USB flash drive only) in a searchable Portable Document Format (pdf). If you wish to have your flash drive returned, please include a postage paid, self-addressed envelope.** All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual.

Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's 24-102 must be firmly bound to the Consultant's 24-102. In Section 8, the Consultant's 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Contract employees may be allowed for a period of time for a particular element or task on a project. Contract employees should be shown in **Section 9a. Project Staffing Plan** with resumes included in **Section 10**.

**Use of contract employees requires prior approval by the Consultant Contract Services Section for each element or task on a project. The approval request shall be made prior to the submittal of the 24-102 form.**

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **Contract No. 4400008851 and 4400008852**, and will be submitted **prior to 3:00 p.m. CST on Tuesday, July 12, 2016**, by hand delivery or mail, addressed to:

Department of Transportation and Development  
Attn.: Mr. Masood Rasoulia, P.E.  
Contracts Services Administrator  
1201 Capitol Access Road, **Room 405-E**  
Baton Rouge, LA 70802-4438 or  
Telephone: (225) 379-1433

## **REVISIONS TO THE RFQ**

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.